

# State Transitional Professional– A Career Change Process for State Employees in Professional Occupations

## Q: Who is eligible?

- Career, classified employees with status, who either possess a bachelor's degree or higher, are classified in a professional classification, or are classified in or are eligible for classification in the Senior Executive Management Assistant Service (SEMAS) 11-15 levels.

## Q: What is the purpose of this process?

- The State Transitional Professional process can be used to facilitate career movement by allowing employees to switch from one professional classification to another without losing pay or employment preference rights.

## Q: How does this process work?

- The employee must possess the minimum educational, licensure, certification, or registration requirements for the new classification. The employee applies for a new professional classification and is appointed to a position in the State Transitional Professional classification at the pay level of the position being departed.

After completing a certain amount of satisfactory service, as detailed below, the employee may be reclassified to the new professional classification at the same level as the previous classification or the employee will remain in the State Transitional Professional classification until the requirements for the new classification are met.

- ◆ A professional **10-level** employee may be reclassified to the intermediate 10-level of the new classification after **six months** of satisfactory service.
- ◆ A professional **11-level or SEMA 11** employee may be reclassified to the P-11 level of the new classification after completing **one year** of satisfactory service.
- ◆ A professional **12-level or SEMA 12** employee may be reclassified to the P-11 level of the new classification after completing **18 months** of satisfactory service.
- ◆ A professional **13-level or SEMA 13** employee may be reclassified to the P-11 level of the new classification after completing **two years** of satisfactory service.

*More on the State Transitional Professional Process . . . →*

**Q: What happens to pay?**

- The employee will keep the last rate of pay received in the former position while classified as a State Transitional Professional under two conditions:
  - 1) It must be less than the maximum of that pay range, and
  - 2) It must be less than the maximum of the classification in which the employee will ultimately be classified.

If the employee is paid more than the maximum of the State Transitional Professional classification or the maximum of the classification into which the employee will be moved, the employee will be paid the lesser of the two rates. State Transitional Professionals receive any general increases approved for the bargaining unit of the new class.

**Q: What would happen during a RIF?**

- In a Reduction in Force (RIF), an employee entering the State Transitional Professional classification from a classification with a higher employment preference level would maintain their employment preference rights from their former classification and level.

**Q: How does the State Transitional Professional process help employees?**

- The State Transitional Professional process can help employees change professional careers at an accelerated pace, without losing pay or employment preference rights. For example, an employee could switch careers from a Departmental Analyst 12 to a Personnel Management Analyst 12. Without the State Transitional Professional process, the employee would have to demote to an entry-level Personnel Management Analyst position. It would then typically take three years for the employee to return to their former level as a Personnel Management Analyst 12—one year at the entry (9) level, one year at the advanced (10) level, and one year at the journey (P-11) level.
- With the State Transitional Professional process, however, a Departmental Analyst 12 employee could enter the new field as a State Transitional Professional. Upon completion of 18 months of satisfactory service, the employee could be reallocated to the Personnel Management Analyst 12. Throughout the transition process to a Departmental Analyst 12, they would have maintained their employment preference rights and rate of pay, if it did not exceed the maximum of the State Transitional Professional's pay range.

**Q: Questions?**

- If you have questions about this information, or would like to schedule an appointment with one of our Lansing Office career planning consultants, call (517) 373-3030 or 1-800-788-1766, or contact the Civil Service Detroit Regional Office at (313) 456-4400.